



**TEMPORARY
RECRUITMENT**

ADMINISTRATIVE INTERN—PLANNING

*Part-time, temporary assignment
\$14.00 per hour*



This recruitment is open until filled. Interested applicants are encouraged to apply early.

POSITION: The **City of Fremont Planning Division** is seeking interns to assist with the following:

- Conduct data collection and research for various Planning projects and surveys. Experience with GIS, and tracking, querying, manipulating land use, building, and demographic data in Access and Excel spreadsheet software applications is desirable.
- Desktop publishing and maintenance of the City Center Precise Plan, Warm Springs/South Fremont Community Plan, Downtown Community Plan and Design Guidelines, and other planning documents.
- Assist with Planning website maintenance and updating forms and handouts.
- Research and answer basic requests for land use and zoning information.
- Other duties as assigned, including data management and document imaging.

REQUIREMENTS: Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be a Bachelors and/or Masters in Urban Planning or a closely related field such as public administration, landscape architecture, or architecture; or enrollment in a college degree program for Urban Planning or a closely related field. Previous experience or internships are highly desirable.

BENEFITS: This temporary assignment does not include benefits.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application, resume, and supplemental questionnaire (included as part of the online application) through our online application system at www.fremont.gov/employment, then select City Temp Jobs.

A resume must be submitted with the completed City application. Applications submitted without a resume will not be considered.

Applications will be accepted until a sufficient number of qualified applicants are received. The position may close without notice. Interested candidates are encouraged to apply immediately.

SELECTION PROCESS: The process will include individual and/or panel interviews, fingerprints, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Human Resources Department
3300 Capitol Ave., Bldg. B
Fremont, CA 94538
(510) 494-4660

Tentative Recruitment Schedule
Interviews ongoing
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